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Herewith an analysis of the Records Storage and Service Study to date:

PROBLEM:

How can we provide storage space and service for the 100,000 cubic feet of Agency records material now in the Agency Records Center

STAT -80,000 and Suitland--20,000) plus about 5 to 10 years of new records accessions (some 6,000 cu. ft. per year)?

ALTERNATIVES CONSIDERED:

A. Destroy records material now on hand.

B. Reduce inflow of new accessions.

C. Microfilm many of the new and old records.

D. Install Motorized, High-Density Storage Shelving.

E. Renovate other Agency buildings for records storage

F. Re-distribute responsibility for records storage and service.

G. Use Federal Government Records Storage Facilities.

DISCUSSION:

A. Destroy records material now on hand. -- The Records Purge since July 1968 has resulted in the removal of some 20,000 cu. ft. to date. It may reach as much as 25,000 cu. ft. by the end of 1969 if the Purge cooperation and support continue. The disposals have resulted in a net gain of only 4,000 cu. ft. of space because 16,000 cu. ft. of new accessions were received at the Center for storage and service.

B. Reduce inflow of new accessions. -- New accessions have been reduced 8%. The Fiscal Year 1969 volume was 2,100 cu. ft. below the previous Fiscal Year volume. Some 200 changes made in the Records Control Schedules of Agency components will continue the accessions at a lower rate, but they can never be eliminated completely in an active Agency. Also, the 1969 rates are considered extreme and temporary because of the Purge. The accession rate from 1958 thru 1968 averaged 15,615 cu. ft. per year. The disposals averaged 8,883,for a net growth of 6,732 cu. ft. per year. The new rate might be stabalized at a net growth of 6,000 cu. ft. per year-- providing there are no radical organizational and project developments such as the creation of DDS&T and of NPIC which have resulted in accessions of more than 10,000 cu. ft. The new "OIE" computerized system could produce that volume every year alone.

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6. Microfilm many of the new and old records. -- There is a growing use of microforms in various components. Hard copy can be reduced in volume at a ratio of almost 100 to 1. (e.g. Fifty file drawers--100 cu. ft.--of papers can be filmed and reduced to about 80 or 90 reels of microfilm that will fit into two boxes--2 cu. ft.) The problem is the new system necessary to operate with this new film media. The problem requires systems development, conversion time, indexing, equipment, and provisions for current up dating. Filming of files should be considered on an information systems basis and not merely for storage. The conversion costs average one cent per page filmed. (e.g. The 50 file drawers above, average 2,000 pages per foot and the total 100 feet with 200,000 pages would cost $2,000 to film. But this is a small file.

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Of the 220,000 cu. ft. of files in the Headquarters the Security Case Files have a volume of 8,600 cu. ft., the Personnel Folder are 1,000 feet, Medical Files are 640 feet, the Finance Posting Vouchers 900 feet, and the DDP/RID folders are 8,600 cu. ft.) (These 20,000 feet of files would cost about $400,000 to microfilm.) (There are 90,000 reels of film in the Center at present, produced at an average cost of $20 each.)

In order to keep ahead of the estimated average growth of 6000 cu. ft. per year we must film 6,000 cu. ft. of documents per year. That volume will total 12 million pages and would cost $120,000 every year. To complete the filming of 6,000 cu. ft. of paper in a year's time will require twenty-two new people and 12 cameras, plus floor space for the operation. (One cameraman can film 2 cu. ft. of records per day. In the 250 workdays a year 12 cameras can film 6,000 cu. ft. A person to process the files to and from the cameramen is needed for each three cameras to maintain the work flow. Supervison and replacement personnel are necessary to maintain a constant production to meet the 6,000 cu. ft. deadline.)

To film the filmable portion of the Agency Archives collection of about 4,500 cu. ft. over a three-year period will require about 6 new people and 4 cameras. This operation is just slightly slower because of the quality production required for Historical documents as compared to the mass production rates above.

D. Install motorized, high-density storage shelving.-- Installation of motorized movable shelving will increase by 40% the storage density of records per square foot of floor space. The installation is expensive and can be justified when there is a scarcity of required storage space.